



**Project:** Belmont Public Library

**Meeting  
Date:**

Aug 8<sup>th</sup>, 2023

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**Time:** 5:00 PM

**Meeting  
Location:**

Zoom

**Meeting:** Library Building Committee

**Report By:**  
Jacob  
Zelikman /  
CHA

**Attending:** \* Building Committee Members

- \* Robert McLaughlin
- \* Clair Colburn
- \* Christina Marsh
- \* Marty Bitner
- \* Kathleen Keohane
- \* Stephen Sala
- \* Heli Tomford
- \* Sally Martin
- \* Peter Struzziero (Library Director)
- Noel Murphy (Architect)
- Conrad Eilo (Architect)
- John Branagan-Dee (Architect)
- Marika Kobel (Architect)
- \* Robert Schafer

Tom  
Gatzunis /  
CHA  
Alyssa  
Chatani  
/CHA  
Jacob  
Zelikman /  
CHA

**Absent:** Lauren Pfindner

- \* Dave Blazon (Facilities Director)
- \* Steve Engler
- \* Marcie Schorr Hirsch

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**Item**

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**1. Welcome Public****2. Approval of Meeting Minutes:**

A motion to approve the 7/11/23 Building Committee Meeting Minutes was made by Robert McLaughlin. The motion was seconded by Clair Colburn. The minutes were unanimously approved.

**3. Invoices:**

CHA's invoice for \$14,400 includes the balance for the Design Development phase and also \$17,000 for Cost Estimating of the Design Development set. The total invoice is \$31,400. A motion to approve the invoice was made by Sally Martin and seconded by Robert McLaughlin. The invoice was unanimously approved.

Oudens Ello's invoice for \$164,855.99 includes a fee for design services and their subconsultants. Christina Marsh asked for clarification on the completion percentages. Oudens Ello will review the percentages of completion on all invoices to ensure they are without error. Kathy Keohane asked for clarification regarding Kalins Associates. Noel Murphy explained that they are the writers of the specifications and that their deliverable was submitted as part of the Design Development set. Robert McLaughlin would like to review the Construction Document specifications in regard to the change order and litigation process. A motion to approve the invoice was made by Kathy Keohane. The motion was seconded by Robert McLaughlin. The invoice was unanimously approved.

**3a. Additional Services:**

Oudens Ello presented additional services for the BSC Group to survey the Underwood Lawn which will provide existing conditions, utilities, and grading information to further develop the drawings. The proposal is in the amount of \$6,600. The project team felt the pricing was fair and reasonable. A motion to approve this proposal was made by Robert McLaughlin and seconded by Clair Colburn. The proposal was unanimously approved.

Oudens Ello presented additional services for the BSC Group for Transportation Engineering. The proposal is in the amount of \$6,700. It is important for the project to provide close attention to the traffic, site distance analysis, parking circulation and radius, and evaluating vehicles entering and exiting the parking area. BSC will review the Town of Belmont's bylaws. Robert McLaughlin commented that the team should coordinate with the other Town projects and not duplicate efforts. Tom Gatzunis explained that this work would be extending past Cottage Street whereas previous information did not include that area. Marcie Schorr Hirsch asked if there was an opportunity for cost sharing in the future. Marcie recommended that the project team discuss the strategy to coordinate efforts. Kathy Keohane stated that there is a new crosswalk policy that is being drafted by the Traffic Advisory Committee and that the project team will coordinate the design with the new policy. The project team felt the pricing was fair and reasonable. A motion to approve this proposal was made by Robert McLaughlin and seconded by Bob Schafer. The

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proposal was unanimously approved. This information will be presented to the Planning Board as part of the approval process.

#### **4. Project Update:**

The Select Board voted unanimously to approve the use of the Benton Library for the Children's Services. The service model will be reviewed including hours. There will be a working group to answer any questions and provide information to the public regarding the Benton Library operations. There was a concern raised on the location of the bus stop for schools and Glenn Clancy will address that.

The project team met with Belmont Light regarding the Electrical Vehicle chargers. Belmont Light will carry the cost for the maintenance and the installation of the EV chargers and the project will carry the infrastructure cost. There was also a meeting with Lisa Howe from BCA on the restoration work. Currently, there is a quote for the bronze work from Daedalus and the stained glass restoration quote is upcoming. Old Melrose will be visiting the site on August 16<sup>th</sup> to review the scope of work. There is a scheduled meeting with the Fire Department and Department of Public Works on August 9<sup>th</sup> to discuss emergency vehicle access and site layout. There is also a scheduled meeting with Historical Society on August 16<sup>th</sup> to discuss the Clafin Room layout including power and data locations, the locations of the murals, and lighting. The project team met with the Veteran's group to discuss the removal of plaques within the building. There was also a meeting with the Accessibility group and a follow up meeting is to be scheduled. Bob Schafer recommended that the design should include markings on the risers to assist those with visual impairment. CHA is coordinating with Oudens Ello on refining the project schedule and budget. CHA is preparing the construction cash flow based on the latest cost estimate.

#### **5. Design Update:**

Noel Murphy explained that the design team is developing the Construction Documents. Oudens Ello is preparing for the September hybrid meeting and will be presenting physical samples.

Clair Colburn explained that the cost estimate for the Design Development was reconciled between CHA's Cost Estimating department and Oudens Ello's Cost Estimator, AM Fogarty. The project is currently on budget and there will be a more defined discussion at the next meeting. There are shifts being made within the budget to address the utilities line item relative to Belmont Light which includes the electrical vehicle charging scope, pulling utilities across Concord Avenue, the EPA regulations on stormwater, and adhering to the new energy code within the design.

The project team is preparing for the next Planning Board hearing on September 5<sup>th</sup>. The application has been submitted. The Conservation Commission Notice of Intent will be submitted in the coming weeks.

#### **6. Public Comment:**

n/a

## **7. Adjourn**

Bob McLaughlin made a motion to adjourn. Clair Colburn made the second motion to adjourn. The motion was unanimously approved.

The next meeting will be September 12th at 5pm.